



DELAWARE JUDICIARY
DELAWARE SUPREME COURT, ARMS OF THE COURT

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules
and the Judicial Branch Personnel Rules)

Posting # AOC0303N19

ASSISTANT DIRECTOR, ARMS OF COURT

Opening Date: March 25, 2019

Closing Date: Open Until Filled

Salary: \$39,093 - \$48,866 - \$58,639 per year (Minimum – Midpoint - Maximum) Pay Grade 13

Recruiting For: Delaware Supreme Court, Arms of Court

Location: City of Wilmington (Please check this location on your application)

* Salary applicable for this position is based on the qualifications of the individual applicant.

Summary Statement: An incumbent in this position works under the direction of the Deputy Court Administrator of the Delaware Supreme Court. The Deputy Court Administrator has oversight responsibility for all of the Arms of Court including the Board of Bar Examiners, the Commission on Continuing Legal Education and the Lawyers Fund for Client Protection. This position is categorized as “confidential” under the Judicial Branch Personnel Rules which means that the employee serves at the pleasure of the Court Administrator of the Supreme Court.

This position is responsible for managing the daily operations of the Arms of Court as assigned which will include: working closely with the Boards and Commissions; coordinating and scheduling Board meetings and hearings; preparing agendas, meeting minutes, PowerPoint presentations and excel spreadsheets; drafting rule revisions as warranted; entering and maintaining Supreme Court data in the appropriate databases; responding to inquiries from internal and external constituents; managing attorney files and responding to inquiries with heavy volume expected during the annual attorney registration period; assisting with the annual bar application process including preparations for and administration of the annual bar exam; assisting with general office duties and other duties as assigned.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet

each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Bachelor’s Degree from an accredited college or university and/or five years of professional office experience.
2. Experience working in a legal environment and familiarity with the operation of Boards and Commissions preferred.
3. Experience in interpreting and applying rules and regulations.
4. Advanced skills in Microsoft Outlook, Word, Excel, PowerPoint and Quickbooks.
5. Ability to communicate clearly, courteously, and effectively, both verbally and in writing.
6. Ability to coordinate, oversee, and follow through on work assignments to obtain desired results, including multiple tasks assigned simultaneously.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.
- Ability to lift forty pounds
- May not intend to sit for the bar exam in any state or be related to any person who intends to sit for the bar exam in any state
- Must be willing and able to work long hours during the July bar exam every year and other times as required
- Will not be permitted to use vacation time during the busy seasons of the Arms of Court which typically occur February 1st thru April 1st and July 1st thru August 1st

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (preferred method)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 The Renaissance Centre
 405 N. King Street, Suite 507
 Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**